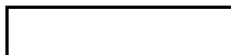


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I do not agree that we should establish messenger positions at the GS-3 level if they are to be limited to handling material outlined in Tab C. The huge volume of all classes of material being processed daily would make it all but impossible to segregate the material for delivery by a specific person or designated small group of messengers. It is my opinion that all messengers would, as a minimum, need the processing and handling authorities outlined for the GS-4 level.

I had an opportunity to observe the NSA mail and courier service and found their grade structure to be somewhat higher than ours. I believe their mail handling problems are more analogous to ours than are those of any other agency. I would suggest before final action is taken on the attached report that our personnel people review the NSA service and grade structure in some detail for comparative purposes.



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9 JUL 1962

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Recruitment and Retention of Messengers and Couriers

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 9.

2. One of the Inspector General's recommendations as a result of the Inspector General survey of Office of Logistics in 1960 and 1961 was:

"That the DD/S request the Director of Personnel to explore the possibility of reclassifying couriers now performing internal messenger service to the status of 'messengers'."

"That the Director of Personnel establish a definitive job classification and requirement for Agency couriers and reclassify those engaged in purely internal mail distribution to the position of messenger."

3. In a meeting on 20 December 1960 between representatives of the Management Staff, the Office of Logistics, the Inspector General's Staff, the Office of Security, and the Salary and Wage Division, it was agreed that:

"The Chief, Salary and Wage Division, Office of Personnel will: (1) standardize position titles for Agency jobs containing mail clerk, messenger, and/or courier duties; (2) develop and apply uniform classification standards to such positions throughout the Agency; (3) take steps to identify such positions with the Logistics Career Service (SL), and bring incumbents into the Logistics Career Service..." (Memorandum for the Record by [] 7 February 1961)

4. Messenger and Courier positions have been surveyed and the consequences of change in the current pattern explored in the intervening period. Standards were developed which were internally consistent and reasonably consistent with other agencies; conforming to these preliminary standards and the recommendation of the Inspector General would result in the following changes in grade levels:

GROUP 1
Excluded from automatic
downgrading and
declassification

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SUBJECT: Recruitment and Retention of Messengers and Couriers

Grade Levels	<u>GS-07</u>	<u>GS-06</u>	<u>GS-05</u>	<u>GS-04</u>	<u>GS-3/4</u>	<u>GS-03</u>	<u>W-4</u>	<u>Totals</u>
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Present								
Proposed								
Change								

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Positions at GS-03 would be titled Messengers, consistent with the principle that those individuals limited to internal work would be Messengers and those concerned with external work, however incidental, would be Couriers. The W-4 positions would be reclassified as Truck Drivers. Effect on individual components is shown in Tab A.

5. These levels would be reasonably consistent with levels applied in other agencies, other than NSA, where a GS-07 for Courier is based on the GS-07 in CIA. In all other cases Agency levels would still be higher than other agencies, for equivalent work, based primarily on security factors.

6. All affected Agency components objected to this proposed downgrading of jobs, partly no doubt for reasons of morale and partly in the belief that the present grades are justified by the difficulty and responsibility of work. Some informal objection was raised by the Office of Logistics to the title Messenger, since it would apply only to the GS-03 level and would be in the normal line of progression to Courier. (Tab B)

7. It appears, therefore, that general downgrading of Courier positions is not practicable, regardless of inconsistency with grades elsewhere. Some realignment of grades, however, is necessary to provide a GS-03 level for messenger service and higher levels based on differences in responsibility. The GS-06 and GS-07 levels in the Office of Logistics, Office of Current Intelligence, and the National Photographic Interpretation Center should be retained because of strong security factors. Since they are not clearly justifiable in comparison to other jobs within or outside the Agency, we do not consider that they should be used as precedents or comparisons for clerical jobs. The GS-07 level in the Director's Office should be retained because of the top policy level of the Office, although there is no evidence that the positions justify this grade in comparison with the other GS-07's.

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SUBJECT: Recruitment and Retention of Messengers and Couriers

8. The standards have been revised in accordance with these conclusions. The following changes would result from application of these standards:

Grade Levels GS-07 GS-06 GS-05 GS-04 GS-3/4 GS-03 W-4 Totals

Present

Proposed

Change

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The revised standards and a tabulation showing effect on individual components is shown in Tab C.

9. It is recommended that the standards and reclassification proposed in paragraph 8 above be approved.

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Emmett D. Echols
Director of Personnel

Attachments:

A/S

The recommendation contained in paragraph 9 above is approved.

L. K. WHITE
Deputy Director (Support)

Date

Distribution:

- 0 & 1 - OP/SWD ✓
- 2 - DD/S
- 1 - D/Pers *h*
- 1 - OP/SWD (w/h)

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